

NORTH DAKOTA LIBRARY COORDINATING COUNCIL BYLAWS

Article I: Name

The official name is the North Dakota Library Coordinating Council.

The Council was established by the North Dakota legislature in State Law 54-24.4.

Article II: Membership of the Council

The Governor of the State of North Dakota appoints nine members who are North Dakota residents. In addition, two members serve ex-officio: the current president of the North Dakota Library Association as a voting member and the North Dakota State Librarian as a non-voting member.

Constituency of Members

The Council shall be composed of eleven (11) members as follows:

- 2 Representatives of Public Libraries
- 1 Representative of Public Higher Education Institutions
- 1 Representative of School Libraries
- 1 Representative of Private Higher Education Institutions
- 1 Representative of Special Libraries
- 1 Representative of Special Populations which includes the disabled, minorities, the economically disadvantaged and the rural remote.
- President, North Dakota Library Association
- 2 Citizens at large members
- State Librarian

The term of office of a member is three years. No member of the Council shall serve for more than two consecutive terms, after which an interval of at least one (1) year must elapse before the same member may be reappointed. New members will rotate onto the Council at the first meeting of the fiscal year.

Article III: Duties of the Council

The Council shall:

- Advise the State Librarian on the development of, and policy matters arising in the administration of, the State Library plan, including the long-range plan.
- Assist the State Librarian in the evaluation of activities aided by the Library Services and Technology Act.

- Recommend appropriate evaluations and surveys, including information pertaining to statewide needs for library and information services.
- Provide advice on the development and coordination of the services rendered by all publicly supported libraries.
- Assist in the evaluation of library programs provided by all publicly supported libraries.
- Promote the improvement of library and information services in accordance with the State Library Plan.
- Help establish, publicize, and uphold statewide accreditation standards for the services of public, school, and other libraries.
- Communicate information about the library situation to state and other public officials and the media as deemed useful.
- Invite the Governor and other state officials to Council meetings as appropriate.
- Establish and maintain liaison with the North Dakota Library Association, North Dakota Education Association, North Dakota Department of Public Instruction, North Dakota University System, and other organizations as appropriate.
- Approve the distributions of grants from funds provided under NDCC 54.24.4.

Article IV: Member Vacancies

Vacancies occurring before the expiration of term shall be filled by the Governor upon recommendation of the State Librarian in consultation with the Coordinating Council membership. Absence from three (3) consecutive meetings shall constitute grounds for removal from Council membership. After a second consecutive missed meeting, the State Library will send a letter of notification regarding removal from the Council if the next meeting is missed.

Article V: Meetings

The Council shall hold a minimum of four meetings each year, one in each quarter. Special meetings may be called, and regularly scheduled meetings can be canceled or

rescheduled only by joint action of the Council chair and the State Librarian, and only upon notice to the members.

Notice of meetings must be given to the Secretary of State at the same time the Council is notified. And, the public must be notified thirty (30) days in advance. This is done through the Bismarck Tribune newspaper and the North Dakota State Library listserv. A quorum shall consist of six members.

Voting

A minimum of six votes is required for passage of any action. Each member shall be entitled to cast one vote on each question being voted on. There shall be no voting by proxy. Dissenting votes or abstentions shall be clearly expressed when voting is in process. A motion fails on a tie vote.

Officers

The Council shall elect a chair and vice-chair from its membership. Officers shall serve for a term of one (1) year. In the event of the absence, disability, resignation, or conflict of interest of the chair, the vice-chair shall exercise all the powers and duties of the chair. In the event the chair is permanently unable to perform the function of the office, the vice-chair shall automatically become chair and the position of vice-chair shall be deemed vacant. At the next regular meeting, the Council shall elect from its own members a successor to fill this vacancy. The Chair will submit an annual report to the Governor, the State Librarian, and others as deemed appropriate.

Proceedings

The agenda to be considered at any regular or special meeting shall be specified on the meeting notice, which shall be transmitted to each member at least seven (7) days prior to the meeting. Each formal action of the Council shall be embodied in a formal motion. The Council shall keep a record of its resolutions, transactions, findings, and determinations in the form of minutes which shall be transmitted to each Council member. The Council will follow the Sturgis Rules of Order.

ARTICLE VI: Financial Support of the Council

An annual budget sufficient to enable the Council to carry out its charge shall be developed jointly by the State Librarian and the Council chair. All members of the Council serve without compensation and should be reimbursed for reasonable expenses incurred in connection with attendance at Council meetings or other trips as may be authorized by the Council. Reimbursement shall be consistent with the laws of the State of North Dakota.

ARTICLE VII: Relationship of the Council to the State Librarian

The Council's function and responsibilities are independent of the State Librarian, but there shall be full cooperation and coordination between the Council and the State Librarian. The Council has neither approval or disapproval authority except for state funds provided under NDCC 54-24.4, but it may recommend actions and point out areas of concern, based on its evaluation, to the State Librarian, who has authority to administer the Library Services and Technology Act and make final decisions on all plans and programs.

Adopted: October 29, 1997

Revised: June 17, 2004

 June 15, 2011